Conference Fund - Academic

Update: July 1, 2015
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background
Allocations from this fund will be no more than $3,000. Conferences should take place within two years of application. For large international conferences, funding may be provided over two years (with application each year). It is required that in all cases conferences will also be supported by other funding sources such as registration fees, external grants and support from the Dean’s Office.

Policy per the Provost and Vice-President (Academic)
Applications will be at most three pages in length.

Pages 1-2 will describe:
- the conference,
- the organizers,
- the expected participants,
- the dates on which it will take place.

Page 3 will:
- outline the budget in detail,
- include all sources of revenue and all expenses.

Criteria for awarding funding:
- Quality of the proposal
- Alignment with University strategic objectives in the University Strategic Plan.
- Contribution to the University’s local, provincial, and national profile; breadth of impact
- Appropriateness of the budget
- Benefit to students
- Community involvement
- Collaboration with other institutions and relevant organizations

Requests for conference funding will normally not be considered outside the time frame. Requests for conferences which occur on an annual basis will not be eligible if they have received previous funding for two years or more.

Please note: Requests for administrative conferences hosted by the University of Regina and taking place in Saskatchewan will be vetted through the Office of the Vice-President (Administration).

Procedure for Submitting an Application
1. Applications are submitted to the Dean’s Office.
2. By OCTOBER 31ST the Dean’s Office will forward the application to the Office of the Provost and Vice-President (Academic) indicating the level of financial support being provided by the Dean. Conferences which do not have financial support from the Dean will not be funded.
3. By mid-NOVEMBER, the Office of the Provost and Vice-President (Academic) will inform the Deans and applicants of successful applications.

Related Information
- Office of the President – Academic Conference Fund
  http://www.uregina.ca/president/awards-funding/conference-funds/academic.html
- Office of the President – Administrative Conference Funding
  http://www.uregina.ca/president/awards-funding/conference-funds/administrative.html